

CCC Core Planning Team Meeting
September 19, 2002, 1-3pm
DHMH, Room 301
MINUTES

⇒Evaluation Process (Kate Shockley)

- Review of evaluation summary from last meeting, which was held April 23, 2002.

⇒Informational Updates (Robert Villanueva)

- Bowie Little-Downs will be resigning her position as coordinator for the Council to be at home with her new baby, Ian Charles.
- Funding from the CDC total \$143,000 for the next year. Funds will be used to contract with a technical editor and graphic artist for the final publication, as well as printing charges and transferring the document to CDs for easy distribution.
- Several additions have been made to the website, including full committee meeting information, conference program, a student page, and complete minutes of the Town Hall Meetings.

⇒Town Hall Meetings (Kate Shockley & Robert Villanueva)

- The Executive Summary of the Town Hall Meetings is included in the packet for today's meeting. The remaining minutes from each meeting and by cancer topic are posted on the website.
- The Executive Summary includes the number of attendees, methods used for publicity, the 3 questions addressed, and recurrent themes such as the patient navigator system, funding for screening and treatment, and transportation.
- The next round of Town Hall Meetings will be held in the spring. The next round of meetings will be held in the spring. We hope to have sections of the cancer plan written in draft form to share with participants and get more feedback. We have received many suggestions that we are not reaching our target population, and that perhaps holding targeted focus groups would be more beneficial for our planning purposes.
- Toni Brafa-Fooksman commented that turnout for the meetings was disappointing and that many misconceptions were apparent regarding the BCCP.
- Another member suggested that we link the Town Hall Meeting webpage to the CCSC or BCCP webpage for readers to easily clarify information about the BCCP.
- Gretchen Derewicz inquired if it would be possible to use local radio for promotion of these types of events and suggested a partnering of ACS and DHMH regarding marketing and media strategies.
- Rodney Glotfelty inquired if public comment is still being accepted. Comment can be made via the website and will be forwarded to the appropriate chairperson.

⇒Consensus Conference (Kate Shockley & Robert Villanueva)

- Staff has been asked to sign up to help that day as greeters, helping with registration, and acting as timekeepers. The staff role list is included in the packet for today.
- We will use one main room for the conference and another room for lunch and tribute to the Governor. Display tables will be set up in the lobby area outside the meeting room for counties and other organizations to display materials.
- We are coordinating with the speakers for the day. Each is responsible for generating a Power Point presentation based on their committee's work so far. In the afternoon, the Patient Issues, Pain Management, and End of Life speakers will be grouped together as a panel. Each will have 10 minutes to give an opening statement about their committee's work and then we will open it up for a discussion about tertiary cancer care.
- Discussion regarding the feedback and evaluation process. A general evaluation form will allow participants to comment on the food and other logistics. A second form will be used for specific

comment on the content of each speaker's remarks. These comments will then be compiled and forwarded to the speaker/committee for review- similar to our evaluation process now. Specific comments were made on the draft forms. The forms will be revised and sent via email to the Core Planning Team for further review.

- A tribute to Governor Glendening will take place during the lunch session. Several speakers have been asked to say a few words about his legacy in tobacco and cancer control throughout his 2 terms in office. A video is also being produced for the occasion.
- Notice has been given to DHMH PR department who will generate a press release. Media coverage may be generated by the Governor's appearance and press packets will be available. Norma Kanarek suggested that we contact several reporters interested in this topic to write articles covering the conference.
- Several members indicated that they would like someone to give an introduction to the committee process used to develop the recommendations.
- Barb Andrews suggested that we have a large container available for submission of the evaluations and feedback forms.

⇒ **Committee Progress (Kate Shockley)**

- Total of 15 committees have been formed with the addition of a committee to focus on cancer disparities.
- All committees except one (Research) have begun to meet. Several members suggested that many of the committees already meeting have made recommendations pertaining to research. These could be gathered and used as a starting point for the Research committee.
- Most committees have had numerous meetings and have now switched over to refining their reports electronically.
- Question regarding payment issues and if there is a committee to address this globally. There is not a committee to address this specifically. Several members indicated that we should take a combined approach to major issues such as payment.
- We developed a process for the committees to use as they started to deliberate and develop their recommendations. This is the construction of the Ideal Model as they see it and then identifying the gaps and problems within their topic. The next step is to identify solutions and recommendations to solve these problems and then prioritize which are most important. Some of the committees have followed this process exactly, while others have adapted it to fit their own ideas and brainstorming. In any case, all are well on their way to identifying key recommendations they want to include in the cancer plan.
- Discussion regarding implementation of the plan and listing of collaborating partners in the plan.
- Donna Gugel reported on the progress of the Breast and Cervical Committees. The Breast Cancer Committee has developed 3 models for primary prevention, early detection and treatment, and survivorship issues. The Cervical Cancer committee has added HPV to their model and agreed upon the first action step needed to control cervical cancer in Maryland.
- Norma Kanarek and Carmela Groves reported on the Surveillance Committee. Their first meeting included many presentations on available data. They plan to form a writing committee for the Surveillance chapter.
- Robert Villanueva reported on the Disparities committee, which is being led by Dr. Claudia Baquet and Dr. Hussein. Robert also mentioned the Tobacco Committee. Several members expressed concern regarding the lack of attention to lung cancer.
- Debbie Goeller inquired about the topic of alternative therapies and where/if this is being addressed in the cancer plan. Suggestion to take a stance on scientifically proven therapies in the plan's introduction and also to ensure the End of Life issues committee addresses this issue.

Tentative Next Meeting Date: November 13, 10am-12noon